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31 January 1958

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MEMORANDUM FOR THE RECORD:

(DESK SURVEY PROCEDURE, RECORDS, + BUDGET)
(B+E)

1. At the verbal request of the Chief, SE Support Staff, to the Deputy Comptroller, the Chief, TAS, assigned the writer to make an informal desk survey of the procedures, records, and workload of the Budget and Fiscal Section of SE Division. This survey and report, which took approximately three days, was accomplished by:

- a. Discussing and reviewing with the six BF employees their duties and the status of their work;
- b. Checking the BF procedures, records, and files;
- c. Observing generally the daily work operations and functions of the entire BF Section.

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2. I verbally advised [redacted] Chief, SE Support Staff, upon completion of the survey on 23 January 1958, that, in my opinion, at least six persons are required in the BF Section to properly perform the present prescribed functions and that the unsatisfactory status of the prior years' records is due primarily to the fact that five persons could not and cannot properly carry out all of the requisite work functions of the BF Section and keep the work current without excessive overtime. The addition of the sixth person in September 1957, has enabled the BF Section to keep the Fiscal Year 1958 allotment control records current and to check and reconcile the entries thereon against the Finance Division's detailed listings of expenditures. It appears that the back-log of work for prior years might possibly be eliminated through a combination of the following factors:

- a. Increased work capacity in the near future on the part of the two employees serving on new jobs;
- b. Elimination of unnecessary work;
- c. Substantial overtime.

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3. I discussed with [redacted] BF Officer, SE Division, the following work which is in arrears:

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a. The 1957 and 1958 allotment control records which have not been checked and reconciled against the Finance Division's detailed listings of expenditures since December 1956 and April 1958, respectively;

b. The property authorization records for fiscal years 1955, 1957, and 1958, which have not been checked and reconciled against the expense listings;

c. The obligation document files which have not been set up or maintained by fiscal years with separate folders for unliquidated obligations as prescribed in [REDACTED] "Allotment Control Record Procedure".

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[REDACTED] said there were no unpaid obligations for fiscal year 1956 and since the current work keeps them so busy, he did not plan to check the 1956 allotment control records against the Finance Division's listings of expenditures as this would require more time than they had, but instead he would accept the Finance Division's allotment account figures. He also said they would try to (1) check the fiscal year 1957 records against the detailed expenditure listings; (2) set up proper obligation document files before 1 July 1958; and (3) check the fiscal year 1958 property authorization records against the property expense listings. Mr. [REDACTED] also indicated that they would do as much as they possibly could to bring the status of the BF work current.

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4. I also suggested to [REDACTED] that certain work now being done by the BF Section could be eliminated entirely or partially in the following manner:

a. Discontinue the leave statement now prepared every two weeks for vouchered funds headquarters employees which shows for each employee annual, sick and compensatory leave taken and overtime performed. If necessary, prepare in lieu thereof, a bi-weekly list showing only the employees who worked overtime and the respective number of hours overtime worked.

b. Discontinue the individual card records maintained alphabetically for all headquarters employees.

c. Discontinue the preparation of Form No. 433, "Agent Duty Status Report", for agents located in the field, as soon as the proposed procedure, which provides that field stations shall submit duty status reports for such agents, has been coordinated and made effective.

[REDACTED] was very receptive to the above suggestions and said he would look into the possibility of eliminating such work.

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Member, Technical Accounting Staff

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Distribution:

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1 - Mr. [REDACTED]
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